

410.10**Procurement****Overview**

Introduction

Equipment and services for the state WIC office are procured through the State of Iowa's Department of General Services in accordance with OMB standards. FNS approval is obtained in advance for all vehicle purchases and any equipment over \$25,000.

**Equipment
inventory**

The Department of General Services tags each item of equipment \$5000 or more with a unique serial number, which is entered in a computerized inventory control system. Monthly reports are available listing equipment inventories for each program area.

All equipment purchases by local agencies are approved in advance by the state WIC office in their categorical budget and are similarly tagged and tracked.

Services

Banking

The WIC Program has a banking contract to redeem WIC food checks. The contracting bank:

- Screens redeemed checks for alterations, missing or illegible vendor stamps, and missing signatures,
 - Automatically edits redeemed checks for maximum value, early payment, and stale date,
 - Captures redemption value, date and vendor number for each check in an electronic file for import into the WIC data system,
 - Captures and stores images of each check and provides a web interface to view these images, and
 - Provides assorted electronic reports on a daily and monthly basis.
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Data system

State WIC office staff work closely with IDPH, Bureau of Information Management, on WIC data system processing, programming and reports.
